

## **FACTSHEET**

### **BECOME A DELIVERY & COLLECTION (DC) TEAM OFFICIAL**

#### **IT'S FUN! IT'S REWARDING!**

Working as a Delivery & Collection (DC) Team Official is a fun, easy, and rewarding experience. DC Team Officials deliver ballots to and from the polling places while ensuring their security. This is your opportunity to serve your community and gain first-hand knowledge and experience in the electoral process.

#### **WHEN ARE THE ELECTIONS?**

Primary Election: Saturday, September 23, 2006

General Election: Tuesday, November 7, 2006

#### **HOW LONG WILL I BE WORKING?**

Morning Delivery: Start between 4:00 a.m. and 5:00 a.m. and provide approximately one to two hours of service depending upon route.

Final Collection: Start between 5:00 p.m. and 5:30 p.m. and provide approximately one to two hours of service depending upon route.

*NOTE: Teams and members are off-duty between assignments.*

#### **WHAT ARE THE MINIMUM QUALIFICATIONS?**

- Be at least sixteen (16) years of age on or before June 30, 2006.
- Be a registered voter in the State of Hawaii.
- Be able to carry 30-50 lbs.

## **WHAT WILL I BE DOING?**

DC Teams deliver ballots to the polling places on the morning of election day, and collect the voted ballots after the polls have closed. The DC Team's duties and responsibilities are divided into two phases: Morning Delivery of Ballots and Final Collection of Ballots.

**Morning Delivery of Ballots:** Verify that ballot transport containers and precinct cans are properly secured and sealed, and deliver items to the precinct chairperson on their routes.

**Final Collection of Ballots:** Verify that ballot boxes and precinct cans are properly secured and sealed and deliver items to the Counting Center.

## **WHAT ARE MY RESPONSIBILITIES?**

Each DC Team consists of two members (not of the same party affiliation) and a taxi driver. The following briefly describes the position responsibilities:

**DC Chairperson:** Coordinates and directs the activities of the DC Team; provides security for the ballots and related items when in the custody of the DC Team; and completes documentation and certifies that security seals correctly match documentation before accepting custody of the items.

**DC Member:** Assists the Chairperson in carrying out the DC Team's duties and responsibilities.

**DC Driver:** (Assigned by Taxi Company): Transports the DC Team Officials to and from the Ballot Distribution Site, the polling places, and Counting Center.

## **HOW WILL I KNOW WHAT TO DO ON ELECTION DAY?**

Everyone is required to attend at least one training session. DC Team officials will be instructed in the standard operating procedures for each phase.

## **WHEN IS TRAINING?**

Training sessions are held between July and September. The Office of Elections/Office of the County Clerk will schedule you to attend a training session.

## **WHERE WILL I WORK?**

DC Members will be assigned to a DC Team and route by the Office of Elections/Office of the County Clerk. Prior to election day, each Team Member will receive a "Route, Time, & Load Schedule" telling them their assigned precincts and when to report in (depends on the assigned precincts and route).

DC Members must always report to the designated central site. Taxi drivers will pick up and drop off the DC Team Officials from the designated central site only.

## **WILL I BE PAID?**

YES! Each DC Team Official receives a stipend that compensates the official.

The pay range is according to the position, distance and time worked within a specific County and will fall within \$50 to \$95.

## **FUNDRAISING?**

Nonprofit groups and school organizations may earn money by recruiting and providing DC Team Officials as a fundraising activity! Individuals recruited through a qualifying nonprofit or school organization may have their honorarium paid directly to a designated organization. Contact the Office of Elections for information.

## **EVERY VOTE COUNTS--SO DOES YOUR HELP!**

For more information or if you are interested in volunteering, call the Office of Elections at 453-VOTE(8683). Neighbor island residents call toll-free by dialing 1-800-442-VOTE(8683).

This Fact Sheet is intended for informational purposes only and should not be used as an authority on the Hawaii election laws and candidate deadlines. Requirements and/or deadlines may change pending changes in legislation. Consult the Hawaii Revised Statutes and other sources for more detailed and accurate requirements.

Office of Elections - FSBO137D  
03/15/05